

Business Purchasing Solution, LLC



OneIndiana

Hundreds of vendors. Thousands of products. Millions in savings.

BPS Live Vendor Integration

Catalog Data Feed- Manual Upload

2009

General Overview

The BPS system creates vendor catalogs by utilizing data feeds provided to us by vendors via cXML, .csv, and Excel files. Within each data feed there are multiple fields that a vendor can input information. BPS has both required and optional fields. The amount of data provided by vendors is critical in determining how their items are organized and show up within the BPS system as well as influence the overall end user experience within the BPS system.

Data Feed Fields

Below are the names of the fields that are in the BPS data feeds with explanations of their function and benefits.

<i>Product Category-</i>	This is a required field. The BPS system uses product categories for indexing the catalogs which provides for easier searching for end users.
<i>Item Number-</i>	This is a required field. A SKU or unique internal ID is required for all products. This is not the Manufacturer Part Number or Universal Product Code. This is your internal product code. If you don't have a unique internal SKU system, create an ordered list, giving each product a number: 1, 2, 3, 4, etc. The BPS system will use this item number throughout the system including for ordering, on Purchase Orders, and in reporting.
<i>Unit of Measure-</i>	This is a required field . Examples include: Each (EA), Dozen (DZ), and Carton (CT). Please see the attached list of state approved Units of Measure in Exhibit 1.
<i>Short Description-</i>	This is a required field. A short, simple description of your product. Include the most relevant keywords that describe your product. The short description is what users will see in search results.
<i>Long Description-</i>	This is a required field . Use this field to provide detailed information regarding your product and its features. Users will see the long description when they click on an individual item to pull up an item detail page.
<i>Keywords-</i>	<p>This is a required field. Use this field to list all relevant words and phrases a user might enter when searching for your product. Separate keywords and phrases in this field by a comma.</p> <p>**The BPS system uses an algorithm to return our search results using a combination of Short Description, Long Description, and Keywords. It is very important to provide as complete of information as possible in each of these fields to ensure accurate placement of your products in our search results.</p>
<i>Sales Rank-</i>	Use this field if you want to list the ranking of you products in order of most sales. When searching, users have the option of sorting by Sales Rank to view the most purchased/popular items a vendor offers.
<i>Weight (lbs.)-</i>	Enter the shipping weight of your product in this field.
<i>Manufacturer Name-</i>	This is a required field. Enter the name of the manufacturer or brand of your product in this field. If you personally manufacture the item, enter your company name.

<i>Manufacturer PN-</i>	This is a required field. Please be sure you are entering the correct manufacturer part number. It is important not to add or delete characters from the actual manufacturer part number.
<i>Manufacturer Desc.-</i>	If you want to provide additional information about the manufacturer of the product, enter that information in this field.
<i>External Contract- Number</i>	The actual QPA number this item is part of. This is a required field .
<i>Is Assembly Required-</i>	If assembly is required, enter TRUE in the field. If no assembly required, enter FALSE. This will be indicated to the user throughout the system.
<i>Contains Recycled- Material</i>	More and more consumers want to be aware if products contain recycled material. Enter TRUE if your product does contain recycled material. Enter FALSE if it does not. This is a required field .
<i>Is UPSable-</i>	Enter TRUE if your product qualifies for standard shipping. If special shipping is required, enter FALSE.
<i>Is Value Pack-</i>	Some industries have the same item available in to purchase in an each quantity as well as larger "value pack" quantities such as by dozen, case, etc. Enter TRUE in this field if you want to indicate it is a value pack.
<i>Is Green-</i>	An item is considered Green based on criteria including: Contains Recycled Content, Helps to Recycle, Energy Saver, Renewable Source/ Rechargeable, Biodegradable/Compostable, Non-toxic, "Greener" Alternative/ Reusable, Low VOC's, CFC's, etc., and other Green criteria.
<i>UPC Code-</i>	This is a required field (if UPC is available for the product). Universal Product Codes are either 10 or 12 digits long. Please make sure you enter the correct UPC code and do not add or delete any digits.
<i>MSDS URL-</i>	If your product has a MSDS sheet associated with it, provide the URL for the image of the MSDS sheet here. Be sure to include https:// in the link. Users will be able to pull up the MSDS sheet from the Item Detail page in the BPS system.
<i>UNSPSC-</i>	This is a required field . Provide the UN Standard Product Service Code in this field. This classification code may be used by the client for reporting purposes.
<i>Small Image URL-</i>	This is a required field . This is the URL of for the small image of the product you are selling. The small image will appear in search results and should be approximately 100h x 100w. Be sure to include https:// in the link. The BPS system operates under SSL security settings. When providing image URL's, please provide secure URL's whenever possible.

Medium Image URL- This **field is strongly recommended**. This is the URL of for the medium image of the product you are selling. The medium image will appear in the individual item detail page and should be approximately 240h x 240w. **Be sure to include https:// in the link.** The BPS system operates under SSL security settings. When providing image URL's, please provide secure URL's whenever possible.

Large Image URL- This **field is strongly recommended**. This is the URL of for the large image of the product you are selling. The large image will appear when the user clicks on the "view larger image" link on the individual item detail page and should be approximately 400h x 400w. **Be sure to include https:// in the link.** The BPS system operates under SSL security settings. When providing image URL's, please provide secure URL's whenever possible.

Attribute Name/Value- You may create up to 3 attributes for your product. An example of an attribute name may be "Size" and its value may be "Large". **Required** Attributes are:

Attribute Name	Value Syntax
<i>QPA Number</i>	The assigned number of the QPA
<i>QPA Expiration Date</i>	On what date the QPA Expire - DD/MM/YYYY format

Status- A product can either be ACTIVE or DISCONTINUED. An item is considered to be ACTIVE unless you specify DISCONTINUED in this field. An item with a DISCONTINUED value in this field will not be accessible to end users in the BPS system

Price- This is a **required** field. This is your net selling price of the product to the customer. If the price is not marked up, use 0.00 for the price.

Price Effective Date- Enter the date that the net price you listed for the product becomes effective. Pricing in the BPS system will change accordingly on the date you list in this field.

Is Contract Item- This is a **required field**. Enter TRUE in this field if the specific product is part of contract that you have with the customer. Example: An MRO supply vendor may have a catalog of 5,000 items, of which the customer has negotiated a "market basket" of 100 items that are on contract with fixed pricing for a specific period of time. In this case the MRO vendor would enter TRUE in this field for the 100 market basket items. In other cases, the entire catalog may be on contract. As such, you would enter TRUE for all items listed in the catalog. These Market Basket Items will be visible in the catalog, marked with the icon below to denote their status.



On Contract Icon

List Price- Use this field to enter the Manufacturers Suggested Retail Price (MSRP) or “List Price”

**All TRUE/FALSE fields will default to FALSE if no value is entered.

**Items are unique within a catalog based on their Item Number alone.

Generic Item Upload

The Generic Item Upload deals with the Original Items, the item the user has entered, and Related Items, the item that can be selected by the user as the generic equivalent.

Original Item Catalog Name – This is the catalog from which the specific item number originates.

Original Item Number – The part number the user enters.

Related Item Catalog Name – The catalog in which the Related Item is found. This can be the same as the Original Item Catalog Name.

Related Item Number – The Generic Item itself. At the user’s input, this item will be substituted for the Original Item Number in their cart.

Accessory Item Upload

Accessories are items the vendor feels are related to the Original Item. These will be displayed in the Item Detail View and available from the cart on the Accessories Mouse-over. The accessory Upload uses the same column headings as the Generic Upload. However, they are handled differently and the user interacts with them in a more active fashion.

Original Item Catalog Name – This is the catalog from which the specific item number originates.

Original Item Number – The part number the user enters.

Related Item Catalog Name – The catalog in which the Accessory Item is found. This can be the same as the Original Item Catalog Name.

Related Item Number – The Accessory Item itself. At the user’s input, this item will be added to the cart as an additional purchase.

Substitute Item Upload

Substitute Items are automatically placed in the User’s Cart when a discontinued entered.

Original Item Catalog Name – This is the catalog from which the specific item number originates.

Original Item Number – The part number the user enters.

Related Item Catalog Name – The catalog in which the Substitute Item is found. This can be the same as the Original Item Catalog Name.

Related Item Number – The Substitute Item itself. The user is informed that this part number is replacing his number, which is then placed in his cart or search results.

Contract Upload

The Contract Upload defines which items fall under the Contract entered on the Maintain Contract page.

Catalog Name – The original contract name. This must match the catalog name in the Catalog Upload exactly.

Item Number – The Item number of the contract item

Price – The negotiated price the user will pay for the item.

If you have any questions, please contact your IDOA Purchasing Agent.

Exhibit 1: State Approved Units of Measure

UOM	Description	Symbol/Short Description
4L	Mega-Byte	Mega-Byte
80	Pounds	Pounds
ACR	ACRE	ACRE
ANN	Year	Year
APZ	Ounces - Troy	Ounces
B1	Barrel - Liquid Measure	Barrel
BE	Bundle	Bundle
BFT	BOARD FOOT	BOARD FOOT
BG	Bag	Bag
BJ	Tub	Tub
BK	Book	Book
BL	Bale	Bale
BNC	Bunch	Bunch
BO	Bottle	Bottle
BUA	Bushel - Dry Measure	Bushel
BX	Box	Box
C5	Average Cost Dollars	AVG Cost
C6	Cell	Cell
CA	Can	Can
CEN	Hundred	Hundred
CGM	Centigrams	Centigram
CH	Container	Container
CL	Coil	Coil
CLT	Centiliters	Centiliter
CMK	Square Centimeters	Sq Centim
CMQ	Cubic Centimeters	Cu Centim
CMT	Centimeters	Centimeter
CO	Carboy	Carboy
CPU	Central Processing Unit	CPU
CS	Case	Case
CT	Carton	Carton
CU	Cup	CUP
CWA	Hundred Weight	Hundred Wt
CY	Cylinders	Cylinders
D63	Book	Book
D65	ROUNDS	ROUNDS
D67	U.S. Dollars-Minority Bus	USD Minor
D96	POUND GROSS	POUND-GROS
DAY	Days	Days
DG	Decigrams	Decigram

DLT	Deciliters	Deciliter
DMK	Square Decimeters	Sq Decim
DMQ	Cubic Decimeters	Cu Decim
DMT	Decimeters	Decimeter
DOS	Dose	DOSE
DR	Drum	Drum
DRA	Dram - Avoirdupois	
DRI	Dram - Apothecaries'	Dram
DWT	Pennyweight - Troy	Pennywt
DZ	Dozen	Dozen
DZN	Dozen	Dozen
EA	Each	Each
FAH	Fahrenheit	Fahrenheit
FDR	Fluid Dram - Apothecaries'	Fluid Dram
FEE	Fee	FEE
FLT	Flat	Flat
FOT	Foot	Foot
FTK	Square Feet	Square Ft
FTQ	Cubic Feet	Cubic Feet
GAL	GALLON	Gallon
GIA	Gills - Liquid Measure	Gill
GLI	Gallon - Apothecaries'	Gallon
GLL	Gallon	Gallon
GRM	Grams	Gram
GRN	Grains - Avoirdupois	Grains
GRO	Gross	Gross
HH	Hundred Cubic Feet	100CubicFt
HUL	Haul	Haul
HUR	Hour	Hour
IE	Person Day	Person Day
INH	Inch	Inch
INK	Square Inches	Sq Inch
INQ	Cubic Inches	Cu Inch
JOB	Job Handling	Job Hand
K6	Kiloliters	Kiloliter
KGM	Kilograms	Kilogram
KT	Kit	Kit
KTM	Kilometers	Km
KWH	Kilowatt Hours	KW Hours
LB	Pound	Pound
LBR	Pound	Pound
LBT	Pounds - Troy	Pound
LF	Linear Feet	Linear Ft
LH	Work Hour	Work Hr

LK	Link	Link
LN	Length	Length
LO	Lot	Lot
LTN	Long Ton, 2240 Lbs	Long Ton
LTR	Liters	Liter
LVS	Loaves	Loaves
MDY	Day	Day
MES	DP_MESSAGES	DP_MESSAGE
MGM	Milligrams	Milligram
MHR	Hour	Hour
MHZ	Mega-Hertz	Mega-Hertz
MIK	Square Miles	Sq Miles
MLT	Milliliters	Milliliter
MMK	Square Millimeters	Sq Millim
MMQ	Cubic Millimeters	Cu Millim
MMT	Millimeters	Millimeter
MNA	Minims - Apothecaries' Fluid	Minims
MON	Month	Month
MTK	Square Meters	Sq Meter
MTQ	Cubic Meters	Cu Meter
N2	Number of lines	# of lines
ONZ	Ounces	Ounces
OZ	Ounces - Avoirdupois	Ounce
OZA	Fluid Ounce - Apothecaries'	
OZP	Ounces - Apothecaries'	Ounce
P1	Percent	Percent
PD	Pad	Pad
PE	Pounds - Apothecaries'	Pound
PF	Pallet	Pallet
PK	Package	Package
PL	Pail	Pail
PN	Pounds - Avoirdupois	Pound
PR	Pair	Pair
PRO	PROGRAMMER HOURS	PROGRAMMER
PT	Pint	Pint
PTD	Pint - Dry Measure	Pint
PTI	Pint - Apothecaries'	Pint
PTL	Pint - Liquid Measure	Pint
PU	Pick-Up	Pick-Up
PY	Peck - Dry Measure	Peck
QT	Quart	Quart
QTD	Quart - Dry Measure	Quart
QTI	Quart - Apothecaries'	Quart
QTL	Quart - Liquid Measure	Quart

QTR	Quarter	Quarter
RL	Reel	Reel
RM	Ream	Ream
RO	Roll	Roll
S7	Direct Access Storage Devices	DASD
SA	Semi-Annual	Semi-Annua
SAN	SYSTEMS ANALYST HOURS	SYSTEMS
SCR	Scruple	Scruple
SET	Set	Set
SHW	Short Hundred Weight	Sht 100Wt
SMI	Miles	Miles
SO	SPOOL	SPOOL
SQ	Square of shingles	SQShingles
ST	Sheet	Sheet
STD	Standard Cost Dollars	Stnd Cst \$
STN	Short Ton, 2000 lbs	Short Ton
STO	Storage Days	St. Days
SV	Skid	Skid
SVR	Service	Service
T3	Thousand	Thousand
TB	Tube	Tube
TE	TOTES	TOTES
TNE	Metric Ton, 2205 lbs	Metric Ton
TR	Tray	Tray
TS	Thousand Sq. Foot	ThousSqFt
TXF	Transfers Out to Balance Sheet	Transfers
WEE	Weekly	Weekly
WM	Work Month	Work Month
WRD	WORD	WORD
X1	Chain	Chain
XTU	Tube	Tube
YDK	Square Yards	Sq Yards
YDQ	Cubic Yards	Cubic Yard
YRD	Yards	Yards
ZP	Page	Page
ZZ	Units (generic)	Units